



University of Southeastern Philippines
Bids and Awards Committee

Minutes Pre-Bid Conference

**Project: Repair & Rehabilitation of University Gymnasium
& Cultural Center**

Contract No. 2018-01/INFRA

March 23, 2018 at 2:00 p.m

Venue : USEP-RDE Conference Room,
Obrero Cam pus, Davao City

Approved ABC : PhP. **7,729,377.20**

Present were:

Bids and Award Committee:

Dr. MARLYN D. BITON	-	Chairperson
Dr. ANNWEDA C. MINA	-	Vice Chair
Dr. EDELIZA S. GONZALES	-	Member
Dr. EMILIA P. PACOY	-	Member
Dr. MAYCHELLE M. NUGAS	-	Member

BAC Secretariat:

Ms. OLIVIA D. ESTREMOS	-	Chairperson
Ms. RESTITUTA MACARAYO	-	Member
Ms. MA. LUZ M. SERAFICA	-	Member
MS. MELANIE PAGKALINAWAN	-	Member
MS. EVELYN GECALE	-	Member

TWG :

Mr. Aznar Dax Raymond	-	PDD Staff
Arch Ericson Europa	-	PDD Director/TWG

Bidder/s:

Mr. Eduardo Aurelio	-	Hexamindz Corp.
Mr. Melvin Aries Pinuela	-	Amazing Find Builders
MR. Albert Marvin	-	RC Trocio Builders
Ms. Ana Marie Plaza	-	RC Trocio Builders
Engr. Eduard Francisco	-	ASM Francisco
MS. Jenelyn Pasindo	-	Bermicon Development Corp.
Mr. Gervin Bosbos	-	LTB Builders
Mr. Renato R. Plazz	-	RC Trocio Builders

Proceedings:

Upon declaration of a quorum, the BAC Chair Dr. Biton called the meeting to order at 2:00 o'clock in the afternoon. She acknowledged the presence of the BAC members, BAC Secretariat Members, Observers & Bidders.

Dr. Biton announced the titles and the reference number of the projects for the information of the attendees of the pre-bid conference. This was followed by a brief introduction. She explained that the purpose of having a pre-bid conference is for the prospective bidders to ask their queries and clarify other information regarding the infra project.

- a) Bid Security wherein the original receipt and one (1) photocopy of the official receipt must be attached in the bid;
- b) Bidding Documents Fee wherein the original receipt and one (1) photocopy of the official receipt must be attached in the bid;
- c) Authority of Signatory/Representative; Omnibus Sworn Statement wherein it must be notarized;
- d) Statement of ongoing and similar completed government and private contracts, including contracts awarded but not yet started, supported with the project requirements; the summary sheet of lots; site inspection certificate issued by the end-user; valid and current PCAB license and registration. Lastly for the financial documents, the following were briefly explained: the submission of Audited financial statements stamped "received" by the BIR;
- e) Lastly for the financial documents, the following were briefly explained: the submission of Audited financial statements stamped "received" by the BIR; and the computation of the Net Financial Contracting Capacity (NFCC)

Dr. Biton reminded the prospective bidders to take note of the needed supporting documents: *List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started Statement of all Completed Government & Private Construction which are similar in nature.* For standard forms, it must be supported with the following documents: 1) Notice of Award issued by the owners, 2) Notice to Proceed issued by the owners, and/or 3) Certificate of Accomplishment signed by the owner or Project Engineer; it must be supported with the following documents: 1) Contract, 2) CPES rating sheets (for Government construction) and/or Certificate of Completion (for Private construction) and 3) Certificate of Acceptance

Deadline for Submission and Opening of Bids

Dr. Biton announced that the schedule for the deadline of submission and opening of bids is scheduled on **April 11, 2018**. The sealed bids must be submitted to the BAC Secretariat on or before the set time at 1:00 p.m opening shall shortly follow.

THE TECHNICAL WORKING GROUP REPRESENTATIVE

PDD/TWG presented the details and scope of the project/services to be procured.

PROJECT DESCRIPTION

The proposed project aims to improve the acoustical and aesthetic qualities of the University Gymnasium and Cultural Center with the proposed installation of suspended ceiling and wall panels.

It has an ABC of Php 7, 729, 377.20 with project duration of 120 calendar days.

SCOPE OF WORKS

General Requirements

- Mobilization/ Demobilization
- Construction Safety
- Scaffolding
- Project Signage

Carpentry Works

- Acoustical Assemblies (Wall, Ceilings, etc)
- Soffits

Metal Works

- Louvers

Under Section 22, 2016 IRR, the Pre-bid Conference, as one major requirement in the conduct of public bidding, is now structured in such a manner that it will provide the procuring entities and prospective bidders clear guidelines when to conduct pre-bid conference, and more importantly, it provide an avenue for clarification of some gray areas or cloudy matters of a certain procurement project, thereby enhancing an effective and efficient procurement process.

In Section 22.1. the approved budget of the contract (ABC) is used as the determining factor as to whether or not conduct a pre-bid conference. For contracts to be bid with an ABC of One Million Pesos or more, it is a mandatory requirement that at least one pre-bid conference should be convened. If it is less than 1 Million Pesos, it will be discretionary upon the Bids and Awards Committee (BAC), but if the prospective bidders deemed it necessary, then they can make a written request to the BAC to conduct a pre-bid conference.

The pre-bid conference for the project: **Repair & Rehabilitation of University Gymnasium & Cultural Center** With an ABC amounting to Seven Million Seven Hundred Twenty-Nine Thousand Three Hundred Seventy-Seven & 20/100 Pesos (PhP **7,729,377.20**) held at the USEP-RDE Conference Room was called to order at 2:00 o'clock p.m of 23rd day of March, 2018.

I. PACKAGING OF THE PROJECT :

SEALING AND MARKING OF BIDS

Dr. Biton reminded the prospective bidders that the acceptable packaging of the bidding documents must be in a manner that the Technical Component of the Bid (First Envelope), and the Financial Component of the Bid (Second Envelope) is and arranged according to the checklist and with corresponding tabs/ear-tags. The earlier-mentioned documents must be secured in a sealed envelope marked "TECHNICAL COMPONENT OF THE BID (FIRST ENVELOPE)" and "FINANCIAL COMPONENT OF THE BID (SECOND ENVELOPE)" and must be contained in one sealed envelope marked "ORIGINAL COPY".

Dr. Biton continued that the FIRST ENVELOPE and the SECOND ENVELOPE shall each have two duplicate copies marked "Copy-1" and "Copy-2". Copy-1 of the FIRST ENVELOPE and Copy-1 of the SECOND ENVELOPE shall be packaged together in another envelope marked "FIRST DUPLICATE COPY" while Copy-2 of the FIRST ENVELOPE and Copy-2 of the SECOND ENVELOPE shall be packaged together also in another envelope marked "SECOND DUPLICATE COPY". The ORIGINAL COPY, FIRST DUPLICATE COPY, and SECOND DUPLICATE COPY sealed envelopes must be packaged in one sealed mother envelope/package

II. CHECKLIST OF REQUIREMENTS FOR BIDDERS

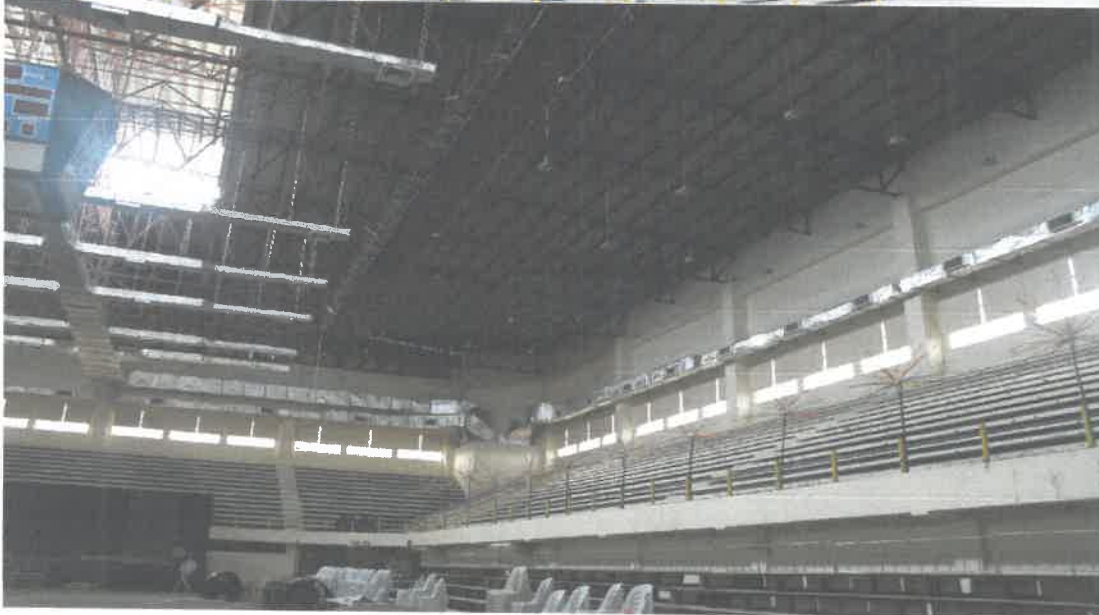
1. Eligibility Requirements (Legal, Technical, Financial Documents)

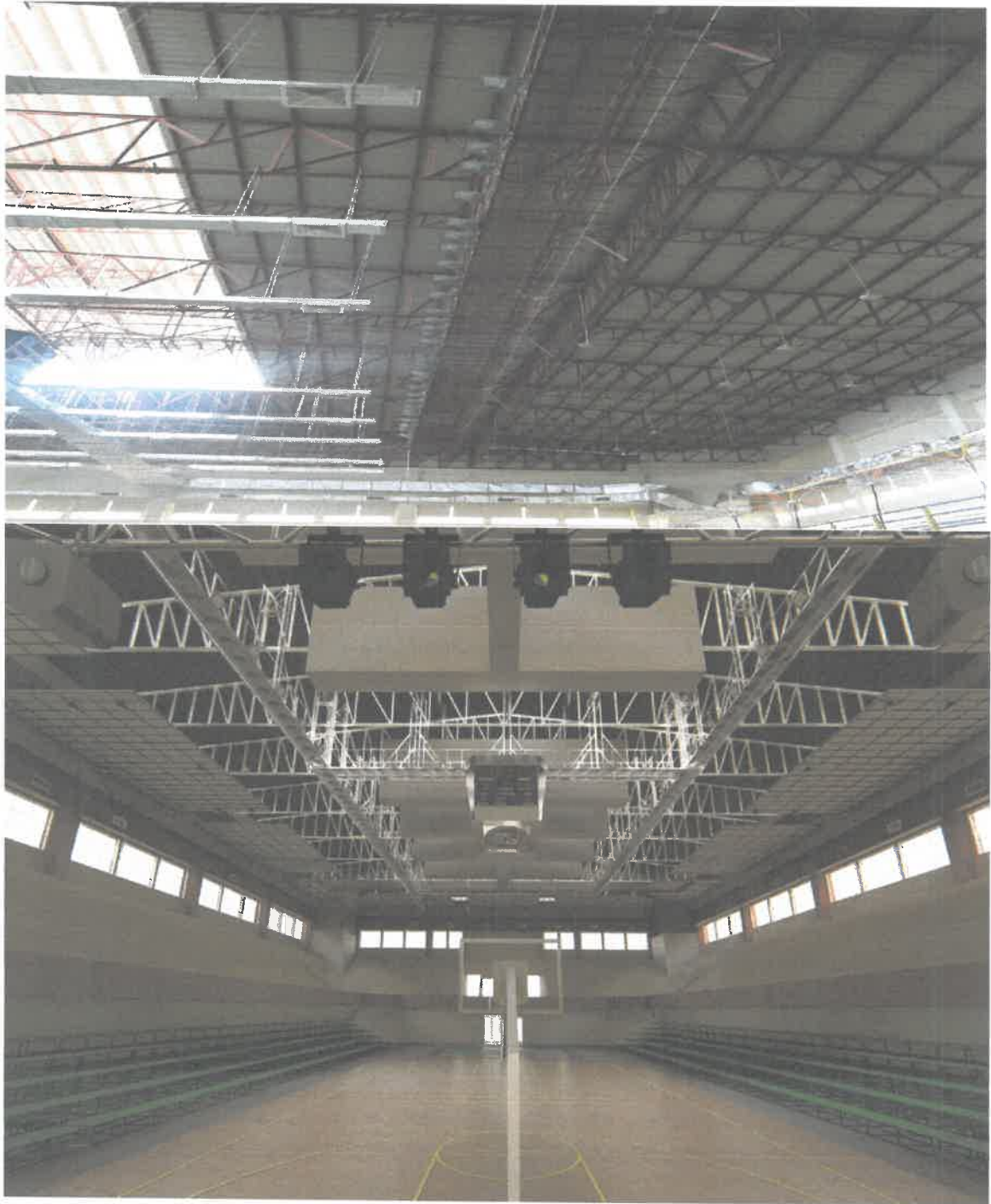
Dr. Biton briefly discussed the Checklist of Requirements for Bidders on which she read the documents to be included inside the first envelope: the legal documents, which should include the following:

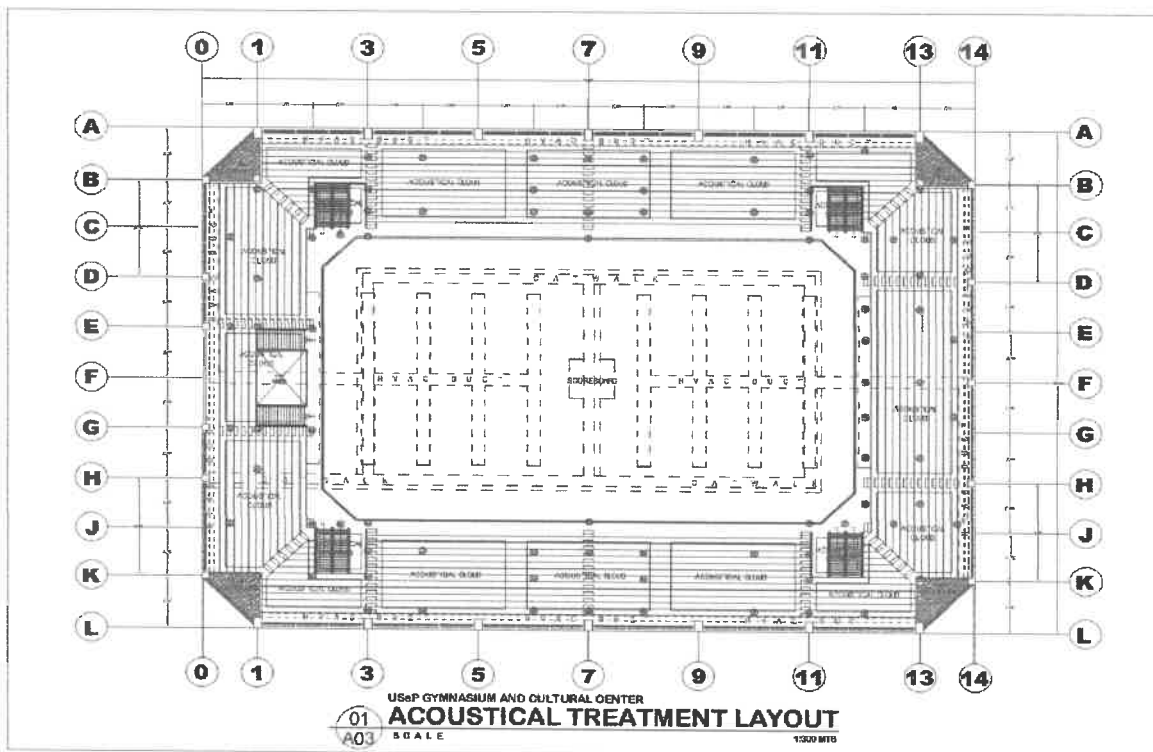
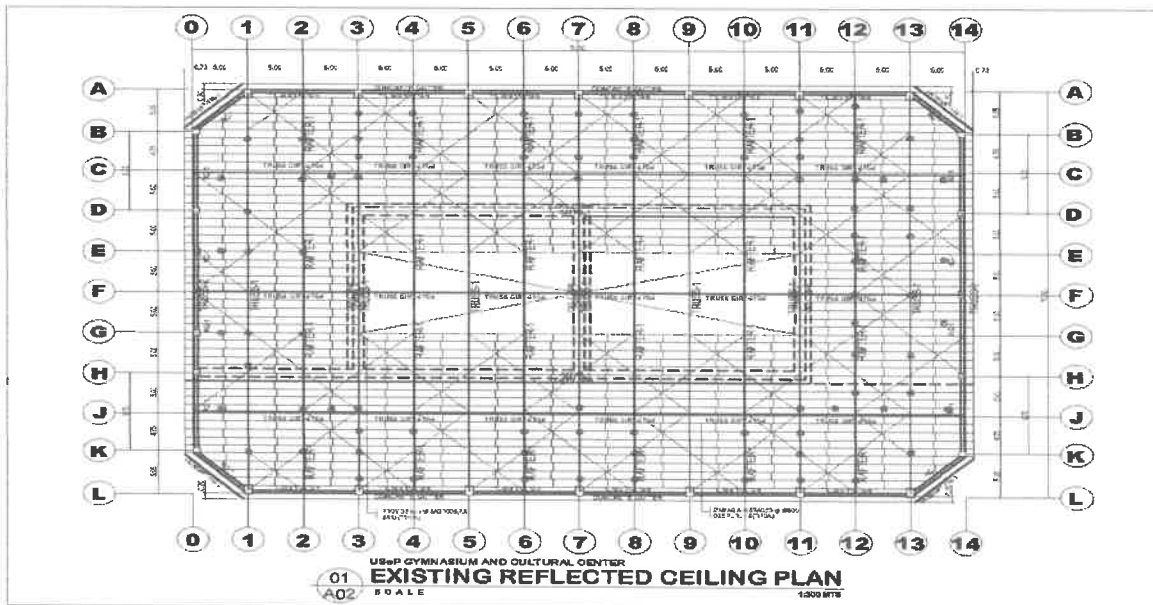
- a) DTI business name registration or SEC registration certificate, whichever is appropriate;
- b) Valid and current Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; other appropriate licenses as may be required; BIR tax clearance.

2. For the technical documents the following were briefly explained:

EXISTING CONDITIONS OF THE SITE







OPEN FORUM/QUERIES/CLARIFICATIONS:

ASM Construction clarified “if there are instances in construction that the specification was included in the Bill of Quantities but did not correlate with the plans/drawings, what would be the basis for acceptance?”

PDD Director Arch Europa replied that when you are awarded the project it would be responsible for the contractor to review the plans/drawing and everything what indicated in the contract. If you see any discrepancies please coordinate the PDD office for clarification and response to the queries.

Dr. Biton, mentioned that if you have some queries in relation to the projects please coordinate with the planning office to avoid problems.

Adjournment:

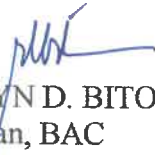
With no further instructions from the BAC and clarifications from the body, the Pre-bid Conference was adjourned at 2:25 pm.

Prepared by:



OLIVIA D. ESTREMOS
BAC Secretariat Head

Approved by:



MARLYN D. BITON
Chairman, BAC